



## OUTPATIENT SERVICES CONTRACT

About **Dr. Kozak**: I am a licensed Psychologist-Doctorate in the State of Vermont (License # 669). I received my Ph.D. in Clinical Psychology from the State University of New York at Buffalo and received two years advanced training in behavioral medicine/health psychology and cognitive behavioral psychotherapy. An abbreviated copy of my resume is included in this packet. A full copy is available upon request or can be viewed on the [exquisitemind.com](http://exquisitemind.com) website.

**Sessions:** Individual therapy sessions are 45 to 50 minutes in length. Group sessions are 90 minutes in length. **A 24-hour cancellation notice is required for sessions you are unable to attend, otherwise you will be charged for the session.** Please be aware that if you are paying with health insurance, your policy will not cover sessions you do not attend, that is, cancelled without 24-hour notice (unless there is a weather, family, or medical emergency). In these cases, you will be responsible for my full fee. The exception to this policy is for patients with Medicaid insurance (also VHAP). Missed sessions cannot be billed under this plan. . If you miss a session without proper cancellation, the therapeutic relationship may be discontinued, and a referral made to another therapist. Payment is requested at the time of service for any out-of-pocket fees.

**Professional Services:** My hourly fee is \$125 for individual sessions and \$75 for group sessions. I am currently a provider for Medicare, MVP, Blue Cross/Blue Shield, CIGNA (out of network), CBA, and other insurance carriers, and accept fees under their terms. It is your responsibility to determine eligibility and the limits of coverage. Routine paperwork is included in the hourly fee. This includes progress notes required by insurance carriers, and requests for additional sessions for managed care (Outpatient Treatment Requests). Paperwork for disability applications or any other special requests will be billed at the rate of \$125 per hour. There is no charge for phone contacts to arrange and change appointments. Phone time for support outside of sessions will be billed at \$2 per minute.

**Contacting Me:** Confidential messages may be left for me at **660-8043**, 24 hours a day. I do not check voicemail messages after 5:00 PM. ***If an emergency arises and you need to contact me immediately, the answering service can be reached directly at 860-8031.*** They will contact me with your message. In the event that they are unable to promptly reach me regarding an emergency, you must call **community crisis services** at **863-2400**. If I am out of town or otherwise unavailable, one of my colleagues will be available to answer emergency calls.

**Confidentiality:** The law protects confidentiality between a patient and psychologist. Confidentiality and privacy will be maintained except under certain circumstances, also mandated by law. Vermont Law requires that I inform you of these limits of confidentiality. Information regarding your case may be shared with another clinical colleague as part of professional consultation. In these cases, no identifying information will be used, and the consulting colleague is bound by the same rules of confidentiality. Confidentiality is maintained except under the circumstances discussed in the Vermont Notice form (please refer to that document).

PLEASE KEEP THIS COPY FOR YOUR RECORDS



If you have any questions or concerns about any aspect of our work please feel free to contact me. Your signature below indicates your agreement and that you have been advised on complaint procedures.

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